Approved for Release 2005/11/2006 ARD RATE - 0035-6 CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP INITIALS DATE NAME AND ADDRESS то 1 2 3 See 5 are interested in knowing about this position, PREPARE REPLY DIRECT REPLY ACTION RECOMMENDATION DISPATCH APPROVAL RETURN to Fran X FILE COMMENT SIGNATURE INFORMATION CONCURRENCE Remarks: is going to move from his present job to one in the Office of the DDI about 1 May. OCR is interested in candidates for Gus's position with the following qualifications: (1) Budget--experience in this line of work is necessary. (2) Writing -- the ability to write Staff studies and do special surveys is highly important. Education -- College Graduate in Liberal Arts Experience--General administrative Sex-- Male non FOLD HERE TO RETURN TO SENDER FROM: NAME, ADDRESS AND PRIONE NO. DATE H Records Admin. Officer 4/11/62 UNRELESSIFIZB05/11/21: CHA-RDR70A00211R0008002600B5-6

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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

1 February 1962

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : Disposition of OCR Reference Files

1. The identification of obsolete portions of OCR reference files continues to be a major problem. Much of the material cannot be replaced; other sections are unique by virtue of their thematic organization; still others are essential simply because nothing else is available. These are important considerations mitigating, generally, against destruction of reference material, although with careful screening it is possible in the Registers to correct inaccuracies or weed out superseded information, which can then be destroyed.

- 2. Any determination of finite retention periods necessarily would be arbitrary. Our experience to date reflects researcher interest in materials previously assumed to be outdated or of questionable importance. Until there is a reasonable degree of confidence that materials have outlived their usefulness, it is my decision that no destruction plans for retired reference files will be formalized. We will of course continue the ad hoc screening as we can.
- 3. Your sustained cooperation and interest in our records problems is very much appreciated.

PAUL A. BOREL	•
Assistant Director	/
Central Reference	

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